

City of Elko)
County of Elko)
State of Nevada)

SS June 9, 2020

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, June 9, 2020. Due to the restrictions found in the State of Nevada Emergency Directive 006, the meeting was held in the Turquoise Room of the Elko Convention and Visitors Authority, 700 Moren Way, Elko.

This meeting was called to order by Mayor Reece Keener.

CALL TO ORDER

ROLL CALL

Mayor Present: Reece Keener

Council Present: Councilwoman Mandy Simons
Councilman Robert Schmidlein
Councilman Chip Stone
Councilman Bill Hance

City Staff Present: Curtis Calder, City Manager
Scott Wilkinson, Assistant City Manager
Kelly Wooldridge, City Clerk
Susie Shurtz, Human Resources Manager
Jan Baum, Financial Services Director
Jeff Ford, Building Official
Dale Johnson, Utilities Director
Bob Thibault, Civil Engineer
James Wiley, Parks and Recreation Director
Cathy Laughlin, City Planner
Jim Foster, Airport Manager
Matt Griego, Fire Chief
Jack Snyder, Deputy Fire Chief
Dave Stanton, City Attorney
Ty Trouten, Police Chief
Diann Byington, Recording

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. Comments may be made by calling (775) 777-0590. **ACTION WILL NOT BE TAKEN**

There were no public comments.

APPROVAL OF MINUTES: May 26, 2020 Regular Session

The minutes were approved by general consent.

I. PRESENTATIONS

- A. Reading of a proclamation by the Mayor in recognition of the month of June 2020 as “Men’s Health Month,” and matters related thereto. **INFORMATION ONLY–NON ACTION ITEM**

Mayor Keener read the Proclamation.

- B. Presentation of a Retirement Plaque to Police Patrol IV, Christopher Gevock, and matters related thereto. **INFORMATION ONLY–NON ACTION ITEM**

Chief Trouten introduced Christopher Gevock, Police Patrol IV, and explained that he has been with the Elko Police Department since 1994. He has done a lot of good things for the agency. For many years, he has also participated with Shop With A Cop. After 25 years, he has decided to retire.

Christopher Gevock said thank you to his coworkers in the Police Department. He enjoyed the time and will them all.

The room gave Officer Gevock a standing ovation.

Mayor Keener thanked him for his service for the last 25 years. He presented Officer Gevock with a plaque for his many years of dedicated service.

- C. Brief presentation and possible acceptance of a renewal proposal from Nevada Public Agency Insurance Pool (POOL), and approval of invoice for payment from FY 2020/2021 Funds in the amount of \$515,203.97, and matters related thereto. **FOR POSSIBLE ACTION**

As a member of the Insurance Pool, the City of Elko owns a share of the equity that forms the basis for its financial strength.

Your agenda packet includes an overview of coverage offered for the following Fiscal Year. The City of Elko’s total program costs for FY 2020/2021 are \$515,203.97, representing a 10.8% increase over FY 2019/2020. CC

Dain Uriarte, LP Insurance, 555 5th Street, explained there was a 10.99% increase in the rates this year. Last year there was a 9.9% increase. The state of the insurance market, the insurers are seeing loss ratios of over 100%. Everyone has had great losses due to hurricanes and fires and they are trying to recoup some of their money.

Mayor Keener asked if leasing vehicles will have much influence on our premiums going forward.

Mr. Uriarte doesn't have much of an impact because you still have to insure the vehicles.

Mike Rebaleati, Nevada Public Agency Insurance Pool, said they are available at any time. He thanked Curtis Calder for serving on a number of their boards. He went over some changes and enhancements to the insurance coverage and other services offered by POOL/PACT.

**** A motion was made by Councilman Hance, seconded by Councilwoman Simons, to approve the renewal proposal from the Nevada Public Agency Insurance Pool, and approve the invoice for payment for FY 2020/2021 funds, in the amount of \$515,203.97.**

The motion passed unanimously. (5-0)

II. PERSONNEL

- A. Review, consideration, and possible approval of a Letter of Understanding between the City of Elko, and the Elko Police Officers Protective Nevada Association of Public Safety Officer Communications Workers of America AFL-CIO Local 9110, Sergeants Unit, July 1, 2020 – June 30, 2021, and matters related thereto. **FOR POSSIBLE ACTION**

The Elko Police Officers Protective Nevada Association of Public Safety Officer Communications Workers of America, AFL-CIO, Local 9110 Sergeants Unit, has agreed to the City of Elko request to receive no Cost of Living Adjustment (COLA) for FY 2020-2021. The purpose of this letter of understanding is to outline the revisions to the current Collective Bargaining Agreement (CBA) due to the COVID-19 financial emergency. SS

Note: This portion of the meeting may be closed pursuant to NRS 288; therefore, the Council may move to adjourn the meeting prior to consideration of this item.

Susie Shurtz, Human Resources Manager, explained this is the formal agreement we spoke about at the last Council Meeting. We appreciate the Sergeants being willing to work with us. They have agreed to take a zero percent Cost of Living Adjustment (COLA) for this next year.

Mayor Keener said it was very generous of them to do that. The Firefighters Union has also done that and he hears that the Operating Engineers are working towards the same.

Curtis Calder, City Manager, added that the management and non-represented have also agreed to a zero percent increase.

**** A motion was made by Councilwoman Simons, seconded by Councilman Stone, to approve the Letter of Understanding between the City of Elko and the Elko Police Officers Protective Nevada Association of Public Safety Officer Communications Workers of America, Local 9110 Sergeants Unit, for the period between July 1, 2020 and June 30, 2021.**

The motion passed unanimously. (5-0)

- B. Review, consideration, and possible approval of a City of Elko Finance Department reorganization, effective July 1, 2020, and matters related thereto. **FOR POSSIBLE ACTION**

Since the abrupt change in Finance Department personnel in February 2019, Candi Quilici, Accounting Supervisor, has been working outside of her current job description. During this period, she has developed additional knowledge, skills, and abilities. Ms. Quilici is currently receiving a 6% out-of-class adjustment for working outside of her job description as the Acting Accounting Manager. Promoting Ms. Quilici to the position of Accounting Manager simply aligns her current job duties with the proper job classification. If approved, there will be no fiscal impact to the City of Elko, as the 6% out-of-class adjustment will be discontinued. A memo has been included in the agenda packet for review. JB

Jan Baum, Financial Services Director, explained Candi Quilici has been working out of class for over a year, and has been doing a good job. She has come a long way with her skills in the Finance Department. She recommended changing her job description to Accounting Manager.

Curtis Calder, City Manager, stated he was in support with the reorganization/reclassification plan.

**** A motion was made by Councilwoman Simons, seconded by Councilman Hance, to approve the City of Elko Finance Department reorganization, effective July 1, 2020, which would promote Ms. Quilici to the position of Accounting Manager.**

The motion passed unanimously. (5-0)

- C. Review, consideration, and possible approval of a City of Elko Information Systems (IS) Department reorganization, effective July 1, 2020, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko IS Department has been actively recruiting for an IS Department Manager Since August 2019. As a result of two unsuccessful recruitments, the City of Elko has been contracting Information Technology (IT) Services with Oasis Online on a month-to-month basis. As part of the proposed reorganization, Staff recommends entering into a one-year contract with Oasis Online while realigning current City IS Department duties, flattening the departmental hierarchy. If approved, there will be approximately \$50,000 in annual savings. A memo has been included in the agenda packet for review. JB

Ms. Baum explained there have been two unsuccessful recruitments for the IS Manager. It is a difficult position to fill in the City of Elko. Since January, we have been contracting with Oasis Online and that relationship is going very well.

Dan Slentz, Oasis Online, said it has been great building this relationship with the City. They work with several different entities across the State of Nevada.

Mayor Keener asked if Mr. Slentz was the primary contact when it comes to the City's network, or would we deal with his staff members.

Mr. Slentz answered he is the primary contact but the staff members can be contacted as well. There are at least two of them that are understanding what is going on at all times. They have been in business since 1997 in Fallon, NV. What makes them unique is that they are not just consultants. When they are hired they become part of your IT Department.

Mayor Keener asked what problems he may see in the City's network.

Mr. Slentz answered he can see what each person has done to change the network. Each of the IS Managers have made their impact on the network and it has unnecessarily complicated the system. He wants to take it down to the bones and rebuild the network to simplify, speed up and improve the system for the future. It may take up to a year to get that project completed.

**** A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to approve a City of Elko Information Systems Department reorganization effective July 1, 2020, by entering into a one-year contract with Oasis Online.**

The motion passed unanimously. (5-0)

- D. Review, consideration, and possible approval of a revised Computer Information Systems Coordinator job description, effective July 1, 2020, and matters related thereto. **FOR POSSIBLE ACTION**

As part of the Information Systems Department Reorganization, the Computer Information Systems Coordinator Job Description has been revised to reflect anticipated duties after departmental reorganization. The proposed job description allows the flattening out of the current IS Department structure and aligns skills with the appropriate job description. The fiscal impact will be determined after negotiations are complete with the Operating Engineers, Local 3. JB

Ms. Baum handed out a copy of the job description (Exhibit "A"). She explained the current IS Department structure is narrow and deep. There are times when our tickets are increasing but there is only one person working on the tickets. This will take the organization; make it more generalized so it may provide better service for our departments.

**** A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to approve a revised Computer Information Systems Coordinator job description, effective July 1, 2020.**

The motion passed unanimously. (5-0)

III. APPROPRIATIONS

- A. Review and possible approval of Warrants, and matters related thereto. **FOR**

Mayor Keener questioned a payment to MGM Construction for the WRF/Water Shop Design in the amount of \$174,000 and change. He thought ZGA Architects did all the design work.

Dale Johnson, Utilities Director, answered this is for the construction on the project.

**** A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to approve the general warrants.**

The motion passed unanimously. (5-0)

- B. Review and possible approval of Great Basin Engineering Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**** A motion was made by Councilwoman Simons, seconded by Councilman Hance, to approve the Great Basin Engineering warrants.**

The motion passed. (4-0 Councilman Schmidlein abstained.)

- C. Review, consideration, and possible direction to Staff to solicit bids for Ruby View Golf Course Reuse Irrigation Pond Lining Project, and matters related thereto. **FOR POSSIBLE ACTION**

During the fall of 2019, Golf Course Staff observed Pond #1 was leaking water. It was determined by Water Department Staff, the pond was leaking at a rate of 107,000 gallons per day. The construction phase of the project will be to line Golf Course Reuse Irrigation Pond 1 and Pond 2, at the same time with 60 mil HDPE liner. The project was approved by NDEP on May 22, 2020, and is ready to go to bid. We anticipate construction starting early September. DJ

Dale Johnson, Utilities Director, explained they are asking to solicit bids for the pond-lining problem at the Golf Course.

Mayor Keener said it was his understanding that this wasn't an option because it couldn't be approved by NDEP to simply repair what is there.

Mr. Johnson answered yes. With Well 20 right next to the pond, they would not allow that.

**** A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to direct staff to solicit bids for the Ruby View Golf Course Reuse Irrigation Pond 1 and 2 Lining Project.**

The motion passed unanimously. (5-0)

- D. Review, discussion, and possible approval for the Fire Department to begin the purchasing portable radios, programming software, and accessories for the Fire Department and Police Department in the amount of \$321,764.70, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Fire and Police Department's would like the approval to purchase 100 portable radios, programing software and accessories. The new radios will be purchased from Sierra Electronics, at the price of \$321,764.70. The benefits to the new radios is that it replaces outdated and past shelf life radios. In addition, it will

enhance the interoperability between the two agencies and allow them to communicate on emergency scenes, which is a function only a select few radios have. JS

Jack Snyder, Deputy Fire Chief, explained this is a joint coordination between them and the Police Department to get the operability for some much needed communications they have lacked over the years. This is a capital purchase for next year but due to the timeframe and the size of the order, it will take over a month to get the order completed, purchased and built.

Mayor Keener asked how many radios each department is getting.

Mr. Snyder answered that each entity is going to get 50 portable radios. The Police Department will be getting six 6-bank chargers plus 30 single-banks. Fire will be getting 30 single-banks. Fire purchased the programming software to help reduce the cost of programming issues in the future.

Mayor Keener asked if they have been able to obtain any grants for this.

Mr. Snyder answered they have applied for grants the last two years but they have been unsuccessful. By doing a joint purchase with the Police Department, there will be a savings of \$40,000 because of a bulk purchase.

Chief Trouten explained they are eager for the new radios because many of their current radios are in excess of 20 years old.

Mayor Keener asked if the radios will work with the Next Gen 911 system when it gets online.

Chief Trouten answered that some time in the future, when the 911 Computer Aided Dispatch (CAD) system gets updated, the radios would be equipped with a panic button that they can activate and it will show who that officer is and where that officer is located.

Mr. Snyder added that the new radios will have a GPS function included so the radio can be tracked within 200 or 300 feet. It will be a huge benefit all around.

**** A motion was made by Councilman Stone, seconded by Councilman Hance, to recommend approval of the Fire and Police Department to purchase 100 portable radios, programming software and accessories from Sierra Electronics, in the amount of \$321,764.70.**

The motion passed unanimously. (5-0)

- E. Review, consideration, and possible authorization for Staff to solicit bids for the Elko City Swimming Pool Re-Roofing Project, and matters related thereto. **FOR POSSIBLE ACTION**

The Re-Roofing Project for the Elko City Pool is ready to go out to bid as the design, engineering, and bid documents have all been completed. Construction will begin in the late summer of 2020, and be completed in the fall of 2020. JW

James Wiley, Parks and Recreation Director, explained we are ready to put this project out for bid. We are asking for authorization tonight. There will be the indoor pool-replastering project that will be brought to a later Council Meeting.

Mayor Keener asked how much time will be added to the life of the building if we do this.

Mr. Wiley answered they are hoping for ten years. It is hard to say since the building is 50 years old.

**** A motion was made by Councilman Stone, seconded by Councilman Schmidlein, to authorize staff to solicit bids for the Elko City Swimming Pool Re-Roofing Project.**

The motion passed unanimously. (5-0)

Mayor Keener stated there have been questions regarding the swimming pool operations. The pool at this point is operating in a limited capacity. It was his understanding that the swim team has access for practice and there is also lap swimming. Is that the extent of it right now?

Mr. Wiley answered those are the services they are able to offer at this time. They will be closing again for 90 days in about a month or so. It is pretty hard to operate the pool for open swim, swim lessons, aerobics, where interaction requires close quarters. We need to follow the COVID-19 guidelines but we are offering what we can.

IV. NEW BUSINESS

- A. Review, consideration, and possible acceptance of a Deed of Dedication from the City of Elko to the City of Elko for a permanent non-exclusive Right of Way, and matters related thereto. **FOR POSSIBLE ACTION**

TG Sheppard 1995 Family Limited Trust deeded the parcel referenced in Exhibit B as APN 001-710-074 and Franzoia Anacabe Family Limited Partnership deeded the parcel referenced in Exhibit B as APN 001-710-075 to the City of Elko. City Council approved a corrective deed from the property owners at their February 11, 2020 meeting and they were recorded with the Elko County Recorder on March 17, 2020. The deed of dedication will dedicate the parcel as Right of Way for the extension of W. Front Street and Motz Lane. CL

Cathy Laughlin, City Planner, explained this is another step closer. We have been working on this for a very long time. We did corrective deeds not too long ago, and we got those recorded. That created the parcel that is now the extension of West Front Street and the connection between West Front Street and Bullion Road. The next step is to take this parcel and dedicate it as Right-Of-Way.

Mayor Keener asked if someone was wanting to extend West Front Street and develop it.

Ms. Laughlin answered now it could be developed.

**** A motion was made by Councilman Schmidlein, seconded by Councilman Stone, to accept the Deed of Dedication, Exhibits A and B.**

The motion passed unanimously. (5-0)

- B. Review, consideration, and possible action to approve and provide for the recordation of a boundary line adjustment between the City of Elko, and Franzoia Anacabe Family Limited Partnership, and matters related thereto. **FOR POSSIBLE ACTION**

A previous deed for this conveyance was recorded February 13, 1996 in book 926 page 459. At that time, no map was filed in support of the boundary line adjustment as required by Nevada Revised Statutes. This BLA is the final step in correcting and or clarifying the intent of the parties involved in the original conveyance. CL

Ms. Laughlin explained this is just correcting an error that was done previously. We did record the BLA in 1996 but a map should have gone along with that. This will correct that error.

**** A motion was made by Councilman Schmidlein, seconded by Councilwoman Simons, to approve the Boundary Line Adjustment between the City of Elko and Franzoia Anacabe Family Limited Partnership.**

The motion passed unanimously. (5-0)

- C. Review, consideration, and possible approval of Revocable Permit No. 2-20, filed by Scott and Leslie Rangel, to occupy one foot of the alley Right-of-Way adjacent to their parcel located at 902 Court Street to accommodate required off-street parking, and matters related thereto. **FOR POSSIBLE ACTION**

The applicant is repurposing the existing building at 902 Court Street to be a professional office space. The property has been vacant for more than 12 months and therefore lost all legal non-conforming status. Off street parking is required and due to the location of the existing ramp and structure, the 20' deep parking stall encroaches into the public alley Right-of-Way by one foot. CL

Ms. Laughlin explained the Rangels have been very patient with the City as this has been a long process. It can get very complicated when you want to refurbish a building in the City of Elko that has been vacant for more than 12 months. We are thankful they are refurbishing the building because it has been blight for the last few years. They need to provide off-street parking that is in conformance with City Code. They are providing the parking off the alley but a 20-foot stall does encroach into the Right-of-Way by one foot. It is due to the handicapped ramp that is already existing on the building. They are requesting a revocable permit to occupy one foot of the alley and staff is in full support of this. She recommended approval. The applicant was present to answer any questions.

Leslie Rangel stood and introduced herself and her husband, Scott Rangel.

**** A motion was made by Councilwoman Simons, seconded by Councilman Hance, to conditionally approve Revocable Permit No. 2-20, subject to the one condition listed in the**

Staff Report dated June 1, 2020, and the execution of a standard License Agreement between the applicant and the City of Elko.

The motion passed unanimously. (5-0)

- D. Review and possible approval of the Enterprise Fleet Management Master Equity Lease Agreement between the City of Elko and Enterprise FM Trust, including Addendums and Open-End (Equity) Lease Quotes for six (6) vehicles, and matters related thereto. **FOR POSSIBLE ACTION**

During the FY 2020/2021 Budget Process, the City Council approved moving forward with the lease of six (6) vehicles: 3 Ford Explorer Interceptors, 1 Chevrolet Tahoe, and 2 half-ton 4x4 crew cab pickup trucks. Upon approval of the Master Equity Lease Agreement and Addendums, Enterprise Fleet Management can order the vehicles. No money is due until the vehicles are delivered. CC

Curtis Calder, City Manager, handed out a copy of an Addendum (Exhibit “B”) to the Agreement included in the packet. This addendum was in addition to the addendum already included with the agreement. He asked that this get approved so we could get the vehicles ordered.

**** A motion was made by Councilman Hance, seconded by Councilwoman Simons, to approve the Enterprise Fleet Management Master Equity Lease Agreement between the City of Elko and Enterprise FM Trust, including addendums and open-end equity lease quotes for six vehicles.**

The motion passed unanimously. (5-0)

V. PETITIONS, APPEALS, AND COMMUNICATIONS

- A. Review, consideration, and possible action regarding a request from the owner of three brothels, Mona’s Ranch, Inez’s D&D Bar, and Sue’s Fantasy Club, for emergency relief from brothel license fees due June 30, 2020 for the period from July 1, 2020 through December 31, 2020, and matters related thereto. **FOR POSSIBLE ACTION**

The owner of three brothels, Mona’s Ranch, Inez’s D&D Bar and Sue’s Fantasy Club, has requested emergency relief from brothel license fees required by City Code Section 4-9-12. Section D of that Code Section permits a licensee to pay one-half of the fee required for the year for a license that becomes effective after June 30. The fees due by June 30, 2020 for these three brothels would be \$3,250.00, absent emergency relief from the City Council.

Section 27 of Governor’s Directive 021, signed May 28, states that brothels must remain closed during Phase Two of the reopening plan. Directive 021 will remain in effect through June 30, unless terminated or extended by the Governor.

Pursuant to Sections 2.060 and 2.110 of the Elko City Charter, the City Council is authorized, by unanimous consent, to take final action to immediately enact ordinances in cases of emergency, subject to the provisions of Chapter 241 of NRS. Accordingly, the City Council has the authority to provide temporary emergency

relief to specific classes of businesses adversely affected by the COVID-19 pandemic, to include providing relief from fees that would otherwise be due under the Code. KW

Kelly Wooldridge, City Clerk, explained there was an error on the agenda. The City Attorney didn't feel the error violated Open Meeting Law because the intent of noticing the public would be the same. It was actually 4 brothels with 3 owners. Whatever we do, it would cover all of the brothels. We had left Desert Rose off the item but they are in the audience tonight.

Dave Stanton, City Attorney, said the Council has already done something along these lines with the utility fees for certain businesses. It is not agendized to pass an ordinance tonight so we can't do it now but we could do it at the next meeting. When there is emergency relief like this, it has to apply across a class of businesses and cannot be specific to a particular business or a couple of businesses. The Council does have the authority to do that if they want to.

Gabriel Ornelas, Desert Rose, said they have not been allowed to open yet and they don't know when they will be able to open.

Louis Goldberg, 103 S. 3rd Street, said they don't know when they can open. The Governor has given them no guidance. They are at the mercy of Council and the Governor.

Mayor Keener noted this business is not able to operate through no fault of their own. He thought it would be in order to consider doing an emergency ordinance to be able to suspend the brothel fees. The Police are not having to put out any services or cost simply because the establishments are not open right now.

Councilman Hance agreed but if we do enact an emergency ordinance, we need to break it down to a monthly portion of the fee rather than doing it in a lump of the year. If they are unable to do it for a month, or two or three, then we break that fee down to a monthly basis.

Councilwoman Simons asked if the fee was equal for all of them.

Ms. Wooldridge answered correct. They can pay a full year but all of them have chosen to pay six months at a time. The fee is \$3,250 for the six-month period for each brothel.

Councilwoman Simons thought they should just pay for what they can open and operate.

Councilman Schmidlein asked if it would be a prorated scenario. If they cannot be open in July, you would just drop that amount from what they would owe?

Councilwoman Simons wanted to do whatever would be easiest.

Councilman Hance noted that breaks down to \$541.66 per month.

Ms. Wooldridge said we could break it down per day too. They are all currently paid through June 30th.

Councilman Stone asked if the fees would be backdated or if they wanted to start with this date.

Councilwoman Simons wanted to backdate but wondered if we could even do that.

Mr. Stanton asked if she meant to offer relief for fees that have already been paid.

Councilman Stone thought that might be a problem and other classifications of businesses would be asking for relief.

Ms. Wooldridge said that Mr. Goldberg just reminded her that these fees do not include their liquor fees but we will be discussing liquor fees in the next agenda item.

Councilman Stone asked if the brothel owners in attendance were looking for relief for the months they have already been closed or what are they asking for?

Mr. Goldberg answered they are asking for whatever assistance they can get. They have been closed for almost four months and they paid for those four months. They got shutdown March 17th. He has been paying his employees out of his pocket. We won't have income on day one, it will take a while to build back up. If we knew we were opening then they could know exactly what to ask for. They don't even know what phase of the Governor's plan they fall into.

Councilman Schmidlein suggested giving them a credit of three months, in lieu of going day by day. It would make it simple.

**** A motion was made by Councilman Schmidlein, seconded by Councilman Stone, to direct staff to prepare and present a proposed emergency ordinance that will reduce the brothel fees due July 1, 2020 by half; with a due date of Sept. 30, 2020.**

The motion passed unanimously. (5-0)

- B. Review, consideration, and possible action on a request for a Liquor License Fee Waiver from The Stage Door Elko, LLC, and matters related thereto. **FOR POSSIBLE ACTION**

The Stage Door Elko operates a facility that provides live entertainment, such as theatrical events, together with a bar. Pursuant to the Liquor Control Code, The Stage Door Elko is required to pay its Liquor License Fee for the third quarter by June 30. The Stage Door Elko already paid its liquor license fee for the second quarter; however, due to COVID-19 restrictions, The Stage Door Elko has been unable to operate for several months. The Stage Door Elko requests that its Liquor License Fee for the third quarter be waived.

The City Code does not contain a provision permitting a waiver of this fee, even if the licensee has not been allowed to operate. Without such a provision in the City Code, the City Council does not have the legal authority to grant the requested waiver. However, the City Council does have the discretion to enact an ordinance permitting Liquor License Fee Waivers under certain circumstances, or to enact an emergency ordinance waiving Liquor License Fees for businesses that have been

forced to close due to the pandemic. Were the Council to direct one of these actions, the item would have to be placed on a future agenda. KW

Ms. Wooldridge explained this is similar to the last item. She has had other bars call her for the same thing but when she told them they would have to petition City Council, they opted not to follow through. Most bars have been able to open up now and are making money again. It is different for the Stage Door because they have not been allowed to open up yet. One of the owners was in the audience for comment.

Mayor Keener noted they have not been able to open because they have live entertainment.

Emily Anderson, Stage Door, said they offer live entertainment and they have the bar to subsidize the business income. Their Conditional Use Permit has a stipulation that they have live entertainment, but they are prohibited from doing live theatrical shows. They are trying to figure out what that means, if they can have open mic nights or what they can do. She was asking for a waiver of the quarterly fees since they don't know when they will be able to open up and if they will be able to open up at all.

Ms. Wooldridge said the Stage Door holds a Retail Liquor License that they pay \$222 for quarterly.

Councilman Schmidlein said this is another unique situation. He felt they should consider suspending the fee for 90 days.

Councilwoman Simons added that it would have to be applied to a whole business classification. What classification would they be in?

Mayor Keener thought they would be in the same class as the brothels since it is live entertainment.

Mr. Stanton said it would be a different class but the same situation. He offered some suggestions.

Councilman Hance asked how many licensees do we have, outside the brothels, that have live entertainment with it. How many licenses in that class do we have.

Ms. Wooldridge thought it was only the brothels and the Stage Door but she would have to research that.

Curtis Calder, City Manager, said Directive 021 does allow live entertainment as long as they are closed for public attendance.

Mayor Keener noted the brothels pay the same fees for their liquor licenses as the Stage Door.

Councilwoman Simons liked Mr. Stanton's suggestion that if you are still unable, because of the Governor's Order on this date, that you are still not operating, then we will waive your liquor license fee for the next quarter.

Councilman Hance thought anything that could not open past phase 2 deadline would have fees waived.

**** A motion was made by Councilwoman Simons, seconded by Councilman Hance, to direct staff to prepare an emergency ordinance for a waiver of liquor license fees for the quarter commencing July 1, 2020 for establishments unable to open during the Nevada Health Response phase two.**

The motion passed unanimously. (5-0)

VI. REPORTS

A. Mayor and City Council

Mayor Keener reported he has been involved with Delmo Andreozzi doing some Facebook Live segments for the Economic Reopening and Recovery. He also recorded a couple of radio ads today. He congratulated the Elko High School Graduating Class of 2020 and noted their graduation ceremony was very good.

Councilwoman Simons reported they received a notice that stated Nevada's response to the Census has been 60% and Elko is at about 56% and the County is at 45%. They are now at the stage where they will start hand-delivering papers to people's door. The goal is 100% and a lot of the money we receive at the City is dependent on this. If you have not responded to the Census, you need to do that.

Councilman Stone said he was able to talk to a few of the hotels and they were all concerned with the Mine Expo being shut down. However, that same week, they all reported that they were all sold out. The hotel numbers appear to be coming back up.

B. City Manager

Curtis Calder said the census numbers that Councilwoman Simons pointed out show that we are behind where we should be at this point. We really need to ramp up the efforts. It is extremely important for us to have the census numbers as high as they can be because those factor into the consolidated sales tax formula. In looking at sales tax numbers from March, we are doing better than we thought we would be. We are having a live meetings now. We have scheduled this room for the next City Council Meeting and the Planning Commission on July 2nd. If we cannot return to Council Chambers then we will probably continue to use this venue to the degree that we can. We would like to get the Advisory Councils back on track since they have not held meetings since the shutdown. Staff is looking at whether or not they can open up the Explorers program.

C. Assistant City Manager

D. Utilities Director

E. Public Works

F. Airport Manager

Mayor Keener asked Jim Foster what happened with the helicopter accident.

Jim Foster answered the operator tried to launch during the really high winds on Saturday; there being peak gusts at 50 mph. He probably shouldn't have been taking off during that time period. The helicopter basically turned over and landed upside down. He walked away and they finally convinced him to go to the hospital to get checked out. The company that owns the aircraft

showed up earlier this week and had the helicopter removed and now we are waiting to get our fence repaired. Last week they started the final part of their AIP 51 project that started last year. The painters are finishing up the last touches today and it should be completed. Last month's numbers are slightly higher than the previous month. According to SkyWest, they are seeing some full planes (with COVID restrictions). There were a few days this last week where they saw 25 passengers on the planes. People are starting to fly again.

G. City Attorney

Dave Stanton said everyone has been hearing a lot online about Police Departments and Police Officers. He wanted to extend his thanks to the men and women of the Elko Police Department for going out and risking their lives every day to keep our community safe. He has been working with the Elko Police Department since 1997 and finds them to be professional and he appreciates them greatly.

Mayor Keener thanked Attorney Stanton and the remainder of his law office for foregoing their CPI increase for their legal services. They always do a great job for the City.

H. Fire Chief

Chief Griego reported he has been working with the EOC since the beginning. Things are going well for Elko. All of the citizens of Elko County have been committing to the requirements of the Governor's Office, social distancing and the CDC guidelines. He is involved with the School District and their reopening. There hasn't been much guidance from the Governor for the School Districts yet but he will keep everyone updated as he gets more information.

I. Police Chief

Chief Trouten expressed his gratitude for the words of support. He has had a lot of conversations this week from various people. People are working with them and not against them. He appreciates those that take the time to work with the Police Department. It makes everyone in the community safer. They put an update on Facebook about an individual that committed an immature act. There was a video of a male that pointed a gun in the general area of the protestors. It was sad to find out that some of the protestors were friends of the male that pointed the gun. The Police Department is asking anyone with information to come forward. If anyone has questions or concerns, they can reach out to the officers.

J. City Clerk

K. City Planner

L. Development Manager

M. Financial Services Director

Jan Baum recognized DJ, Paul and Dan for putting all of the IT together to make this meeting happen. They worked really hard yesterday and she thought the meeting went pretty well. She heard from the State yesterday. They received the City's budget and they will get us the letter of approval. She has been hearing the ads and she thanked the Mayor for doing that.

N. Parks and Recreation Director

James Wiley reported Phase 2 eased some restrictions on our Parks and facilities. They are seeing activity in the Parks. Some sports teams are

practicing a bit. Softball kicked off their season Monday night. All of them are practicing social distancing. They are seeing an uptick in the park reservations. The Golf Course is going well.

Councilman Hance asked about goats and mosquitos.

Mr. Wiley answered the goats have been along the Humboldt River Corridor for almost three weeks now. That is going well and the public is cooperating. The goats may be down there another two months. Mosquito spraying is scheduled for the last part of June for an aerial spray. There will be another spray before the 4th of July. They will put out a PSA before the spraying.

O. Civil Engineer

P. Building Official

Jeff Ford reported residential building permits are up.

Mayor Keener asked if there were any big projects in permitting right now.

Mr. Ford answered no. There was just the project at the High School.

COMMENTS BY THE GENERAL PUBLIC

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. Comments may be made by calling (775) 777-0590. **ACTION WILL NOT BE TAKEN**

Bert Gurr said he has been to a lot of these Council Meetings over the years. Tonight, he wanted to commend Council and Staff for their compassion and understanding for the businesses impacted by the COVID-19 shutdown. The meeting ran well and the comments were good. Thank you.

There being no further business, Mayor Reece Keener adjourned the meeting.

Mayor Reece Keener

Kelly Wooldridge, City Clerk

City of Elko, Nevada – Employment Position Description

Department: Information Technology
Title: Senior Computer Technician
FLSA – Non-exempt Position

COMPUTER INFORMATION SYSTEMS COORDINATOR

DESCRIPTION:

Under general administrative direction from the City of Elko Information Systems Manager or Contracted Information System Representative, perform routine installation, maintenance, monitoring, and operations of City of Elko network, workstations, and/or stand-alone computers. Ensure system user's hardware and software is properly installed, network connectivity secure, and proper security utilized to protect the City of Elko IS network. Troubleshoot hardware and software problems. Provide technical assistance and training to system users and coordinate assigned activities with other City departments and outside agencies.

SUPERVISION EXERCISED

No supervision is exercised in this position, however, this position may act as a lead over other technical staff.

ESSENTIAL FUNCTIONS:

(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions)

- Establish new users including network connectivity and access, email accounts, phone system, hardware components, software rights (as assigned) and network security per the outlined checklist established for each City of Elko department.
- Monitor and assist City of Elko Information Systems Manager or Contracted Information System Representative in maintaining security of computer environment and devices, media, and physical environment and set up access for users of physical security devices as outlined in the City of Elko policy.
- Set up and maintain basic network operations, including assembly of network hardware, and provide assistance to the City of Elko IS Manager or Contracted Information System Representative.
- Monitor network backup; assist disaster recovery planning and implementation using backups and alternate hardware. Communicate concerns or possible improvements with City of Elko Information Systems Manager or Contracted Information System Representative.
- Participate in researching hardware and software components for procurement according to City of Elko Purchasing Policy, evaluate products in terms of City needs,

make purchase recommendations to management, and prepare purchase orders for equipment/software as assigned.

- Participate in monitoring and evaluating the efficiency and effectiveness of IS Department service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships using help desk and/or project reporting.
- Identify opportunities for improvement in IS Department; participate in implementing any necessary changes. Continuously monitor and evaluate the efficiency and effectiveness of department service delivery methods and procedures.
- Verify that users and workstations comply with security policies such as passwords and anti-virus definitions; and install operating system patches and identify suspect activities that include social engineering aspects of security.
- Coordinate Information Systems Department activities with those of other departments and outside agencies and affected City of Elko personnel; provide assistance to all departments as necessary; prepare and present staff reports and other necessary correspondence.
- Refer major hardware, software or network problems to City of Elko Information Systems Manager or Contracted Information System Representative.
- Provide updates, status, and completion information to manager, help desk tracking system and/or users.
- Perform all work following established safety policies and procedures.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Principles and practices of computer systems management, design, and maintenance; data management principles and practices; operational characteristics, capabilities, capacities, and limitation of computer and related peripheral equipment;
- Organization and management practices as applied to the analysis and evaluation of information systems programs, policies and operational needs;
- Design, operations, properties, and capabilities of networks and network cabling;
- Principles of telecommunications;
- Various software packages including desktop and network applications and operating systems;
- Principles and methods of system user training and education;
- Pertinent Federal, State, and local laws, codes and regulations;
- Safe driving principles and practices;
- Occupational hazards and standard safety practices necessary in the work environment.

Skill and Ability to:

- Operate a variety of highly technical computer equipment, assemble and configure network components and associated services.
- Monitor, set up and maintain basic network operations, including assembly of network hardware, and provide assistance to the IT Manager or Contracted Information System Representative.
- Install, troubleshoot, monitor, diagnose, maintain and resolve problems with virtual server network and desktop computer equipment, peripherals, cabling, and application software; execute backups;
- Maintain good maintenance records using the City of Elko IT ticketing and/or IT Project system and follow operating instructions;
- Develop project plans; set goals and objectives; coordinate projects as instructed by City of Elko IS Manager or Contracted Information System Representative; clearly and effectively communicate changes and progress; accountable for project completion, timeline and budget management.
- Maintain technical skills, and pursue training and development opportunities as needed; continuously build knowledge and skills, and share expertise with others.
- Train or instruct users in the use of computer equipment and operating procedures.
- Install and maintain network cable.
- Accurately evaluate and prioritize hardware and software requests.
- Develop and recommend cost effective technical system improvements.
- Analyze problems, collect and research data, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Design and generate creative solutions, work flows and procedures. Use feedback to modify designs. Demonstrate attention to detail.
- Administer network maintenance agreements
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Allocate limited resources in a cost effective manner.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate a motor vehicle safely, and according to City of Elko Vehicle Use Policy.

Experience and/or Training: Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Three (3) to Five (5) years of increasingly responsible professional computer experience involving information systems administration and basic network understanding required.
- Equivalent to an Associates of Art's degree with major course work in computer information systems technology preferred.

Required Certifications and Licenses:

- Possession of, or ability to obtain, an appropriate, valid driver's license required.
- Ability to pass required background and security clearance checks.

Physical Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to heat, cold, noise, outdoors and electrical hazards; ability to travel to different sites and locations.

Effective Date: June, 2020

INDEMNITY AGREEMENT

This Agreement is entered into as of the ___ day of June, 2020, by and between Enterprise Fleet Management, Inc., (EFM), a Missouri corporation, and City of Elko.

WITNESSETH:

INDEMNITY: Enterprise Fleet Management, Inc. ("EFM") agrees to defend and indemnify City of Elko from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which City of Elko may incur by reason of EFM's breach or violation of, or failure to observe or perform, any of its obligations as Servicer (EFM in such capacity, "Servicer") for Enterprise FM Trust in connection with the Master Equity Lease Agreement between City of Elko and Enterprise FM Trust dated as of the date hereof, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle, in each case, while the Vehicle was in possession of the Servicer.

Capitalized terms used herein and not defined herein shall have the meanings given in the Lease.

IN WITNESS WHEREOF, EFM and City of Elko have executed this Indemnity Agreement as of the day and year first above written.

Company: City of Elko

EFM: ENTERPRISE FLEET MANAGEMENT INC.

By: _____
Title: _____

By: _____
Title: _____

Address: _____

Address: _____

Date Signed: _____, _____

Date Signed: _____, _____